

**AN ORDINANCE OF THE BROOKHAVEN CITY COUNCIL TO APPROVE THE AMENDED AUTHORIZED
POSITION LIST OF THE CITY OF BROOKHAVEN**

WHEREAS, the City of Brookhaven, Georgia (hereinafter, the "City") was duly incorporated on December 17, 2012; and

WHEREAS, a key factor in the success of the City is the quality and commitment of its workforce; and

WHEREAS, the current authorized position report was adopted as part of the FY 2021 – FY 2022 budgets; and

WHEREAS, the City wishes to amend its current authorized position list with two changes in the Parks and Recreation Department. We request to upgrade the positions of Recreation Coordinator and Athletics Coordinator to Exempt Supervisory roles. The change would provide direct supervisory oversight and leadership for all City of Brookhaven-related Athletic and Recreational events. Thereby, providing for a direct supervisory line to employees in those areas, which allows the Assistant Director of Parks and Recreation to focus on the higher-level operational needs in partnership with the department director.

WHEREAS, the Recreation and Athletic Supervisor positions will address the immediate and future needs of all City of Brookhaven Recreational and Athletic activities and events in partnership with internal staff, external vendors, and other stakeholders. This position change will provide cohesiveness for the supervision, planning, and execution of daily city-wide needs in their respective areas.

WHEREAS, Section 3.13 of the City of Brookhaven Charter requires the City Manager to be responsible for the preparation of position classification and a pay plan which shall be submitted to the City Council for adoption; and

WHEREAS, Section 2.31 of the Brookhaven Code of Ordinances requires a job description for each position

NOW, THEREFORE BE IT RESOLVED, that the attached recommended amended authorized position list of the City of Brookhaven as Exhibit "A" be established as the official 2022 list of authorized positions and salary ranges.

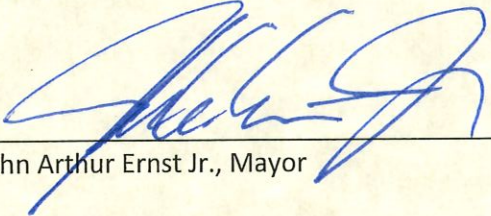
BE IT FURTHER RESOLVED, that the City Manager is authorized to execute any plans necessary to affect the City Council's direction to ensure the City implements the revised 2022 Authorized Position List.

AN ORDINANCE OF THE BROOKHAVEN CITY COUNCIL TO APPROVE THE AMENDED AUTHORIZED POSITION LIST OF THE CITY OF BROOKHAVEN CONT'D.

This ordinance shall be effective immediately upon its adoption.

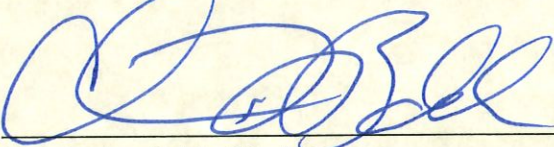
SO ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BROOKHAVEN, THIS 23rd DAY OF AUGUST 2022.

Approved by:



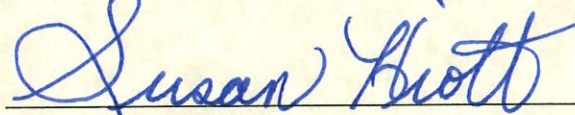
John Arthur Ernst Jr., Mayor

Approved as to Form and Content



Christopher Balch, City Attorney

Attest:



Susan Hiott, City Clerk



Exhibit A

ORD 2022-08-02

City of Brookhaven, Ga. Authorized Positions
Wage and Grade Scale - Adopted April 26, 2022 (All Funds)

| | FTE* | PTE* | Grade | Min | Contract/ Charter Req. | Max |
|---|------|------|-------|-----------|---------------------------|-----------|
| Elected Officials | | | | | | |
| Mayor | 1 | | | | \$16,000 | |
| Council Member | 4 | | | | \$12,000 | |
| Executive Assistant | 1 | | 108 | \$46,011 | | \$73,618 |
| City Manager's Office | | | | | | |
| City Manager (appointed) | 1 | | | | \$214,930 | |
| Deputy City Manager | 1 | | 119 | \$127,317 | | \$203,706 |
| Assistant City Manager | 1 | | 118 | \$105,559 | | \$168,894 |
| Strategic Partnerships Director | 1 | | 113 | \$65,984 | | \$105,574 |
| Director of Facility Services | 1 | | 117 | \$99,772 | | \$159,636 |
| Human Resources Department | | | | | | |
| HR Director | 1 | | 117 | \$99,772 | | \$159,636 |
| HR Manager | 1 | | 112 | \$61,752 | | \$98,852 |
| Economic Development Department | | | | | | |
| Director of Economic Development | 1 | | 113 | \$65,984 | | \$105,574 |
| City Clerk's Office | | | | | | |
| City Clerk (appointed) | 1 | | 114 | \$70,471 | | \$112,752 |
| Deputy Clerk | 1 | | 107 | \$42,406 | | \$67,850 |
| Administrative Assistant | | 0.5 | 105 | \$36,023 | | \$57,637 |
| Communications Department | | | | | | |
| Communications and Public Engagement Director | 1 | | 116 | \$98,000 | | \$150,883 |
| Communications Manager | 1 | | 112 | \$61,752 | | \$98,852 |
| Public Engagement Specialist | 1 | | 105 | \$36,023 | | \$57,637 |
| Community Development Department | | | | | | |
| Community Development Director | 1 | | 117 | \$99,772 | | \$159,636 |
| Administrative Assistant | 4 | | 105 | \$36,023 | | \$57,637 |
| Land Development Inspector | 2 | | 108 | \$46,011 | | \$73,618 |
| Arborist | 2 | | 107 | \$42,406 | | \$67,850 |
| Development Services Manager | 1 | | 112 | \$61,752 | | \$98,852 |
| Planner II | 1 | | 109 | \$49,922 | | \$79,875 |
| Senior Planner | 1 | | 110 | \$54,166 | | \$86,665 |
| Planning & Zoning Manager | 1 | | 111 | \$57,849 | | \$92,558 |
| Tree Canopy Preservation Program Manager | 1 | | 110 | \$54,166 | | \$86,665 |
| Fire Marshal | 1 | | 110 | \$54,166 | | \$86,665 |
| City Engineer | 1 | | 114 | \$70,471 | | \$112,752 |
| Fire Inspector | | 1.2 | 106 | \$39,084 | | \$62,535 |

ORD 2022-08-02

City of Brookhaven, Ga. Authorized Positions
Wage and Grade Scale - Adopted April 26, 2022 (All Funds)

| | FTE* | PTE* | Grade | Min | Contract/ | Max |
|--|------|------|-------|-----------|-----------|-----------|
| Finance Department | | | | | | |
| Director of Finance | 1 | | 118 | \$105,559 | | \$168,894 |
| Controller | 1 | | 115 | \$75,262 | | \$120,419 |
| Accountant III | 1 | | 111 | \$57,849 | | \$92,558 |
| Purchasing Manager | 1 | | 112 | \$61,752 | | \$98,852 |
| Payroll Manager | 1 | | 110 | \$54,166 | | \$86,665 |
| Accounting Liaison | 1 | | 107 | \$42,406 | | \$67,850 |
| Accountant II | 1 | | 110 | \$54,166 | | \$86,665 |
| Information Technology Department | | | | | | |
| Director of IT | 1 | | 117 | \$99,772 | | \$159,636 |
| Senior System Engineer | 1 | | 112 | \$61,752 | | \$98,852 |
| GIS Manager | 1 | | 112 | \$61,752 | | \$98,852 |
| Systems Engineer II | 2 | | 111 | \$57,849 | | \$92,558 |
| Systems Analyst II | 1 | | 111 | \$57,849 | | \$92,558 |
| System Engineer I | 1 | | 110 | \$54,166 | | \$86,665 |
| Municipal Court | | | | | | |
| Judges (appointed) | 2 | | | | \$225/hr | |
| Chief Clerk of Court | 1 | | 111 | \$57,849 | | \$92,558 |
| Deputy Chief Clerk of Court | 1 | | 108 | \$46,011 | | \$73,618 |
| Court Clerk | 1 | 1 | 105 | \$36,023 | | \$57,637 |
| Parks & Recreation Department | | | | | | |
| Director of Parks & Recreation | 1 | | 116 | \$98,000 | | \$150,883 |
| Assistant Director of Parks & Recreation | 1 | | 115 | \$75,262 | | \$120,419 |
| Administrative Assistant | 1 | | 105 | \$36,023 | | \$57,637 |
| Recreation Supervisor | 1 | | 107 | \$42,406 | | \$67,850 |
| Events Planner | 1 | | 107 | \$42,406 | | \$67,850 |
| Athletic Supervisor | 1 | | 107 | \$42,406 | | \$67,850 |
| Recreation Leader/ Seasonal Pool Leader | 1 | 4.3 | 102 | \$31,200 | | \$45,123 |
| Custodian | 2 | | 102 | \$31,200 | | \$45,123 |
| Park Maintenance Worker | 10 | | 102 | \$31,200 | | \$45,123 |
| Park Crew Leader | 3 | | 104 | \$33,201 | | \$53,121 |
| Park Operations Supervisor | 1 | | 108 | \$46,011 | | \$73,618 |
| Park Operations Manager | 1 | | 110 | \$54,166 | | \$86,665 |

ORD2022-08-02

**City of Brookhaven, Ga. Authorized Positions
Wage and Grade Scale - Adopted April 26, 2022 (All Funds)**

| | FTE* | PTE* | Grade | Min | Contract/ | Max |
|---------------------------------|------------|-------------|-------|-----------|-----------|-----------|
| Police Department | | | | | | |
| Police Chief | 1 | | 7 | \$111,681 | | \$178,690 |
| Deputy Chief | 1 | | 6 | \$89,132 | | \$142,613 |
| Major | 3 | | 5 | \$83,770 | | \$126,000 |
| Lieutenant | 7 | | 4 | \$69,806 | | \$105,000 |
| Sergeant | 12 | | 3 | \$61,076 | | \$92,000 |
| Master Officer | 18 | | 2 | \$59,008 | | \$89,406 |
| Officer | 27 | | 1 | \$48,500 | | \$71,792 |
| Mental Health Clinician | 1 | | 109 | \$49,922 | | \$79,875 |
| Senior Administrative Assistant | 1 | | 107 | \$42,406 | | \$67,850 |
| Crime Analyst | 1 | | 107 | \$42,406 | | \$67,850 |
| Detective | 8 | | 1 | \$48,500 | | \$71,792 |
| Crime Scene Technician | 2 | | 106 | \$39,084 | | \$62,535 |
| Police Service Representative | 6 | | 105 | \$36,023 | | \$57,637 |
| K-9 Officer | 3 | | 1 | \$48,500 | | \$71,792 |
| Senior Terminal Agency (TAC) | 1 | | 107 | \$42,406 | | \$67,850 |
| Record Clerk | 3 | 1 | 104 | \$33,201 | | \$53,121 |
| Property & Evidence Clerk | 1 | | 105 | \$36,023 | | \$57,637 |
| PT Officer | | 2.6 | 1 | \$48,500 | | \$71,792 |
| | 174 | 10.6 | | | | |

* Full-time & Part-time Equivalent

Source: Finance Department

Revised 8.23.2022